



Indianapolis Airport Authority

Agenda

Indianapolis Airport Authority

January 17, 2020

8:00 AM

- I. **Call to Order**
- II. **Approval of Minutes of the IAA Board's Regular Meeting of December 13, 2019.**
- III. **Ordinances, Resolutions and Public Hearings**
 - a) **Consider for approval Resolution No. 01-2020**, the Finance and Audit Committee's completion of the required annual review of the existing IAA's FAC Charter, as more particularly described in said **BP2020-01-01**.
 - b) **Consider for approval Resolution No. 02-2020**, the Finance and Audit Committee's completion of the required annual review of the existing IAA's Internal Controls Policy, as more particularly described in said **BP2020-01-02**.
 - c) **Consider for approval Resolution No. 03-2020**, the Finance and Audit Committee's completion of the required annual review of the existing IAA's Variable Rate Securities and Derivatives Policy, as more particularly described in said **BP2020-01-03**.
 - d) **Consider for approval Resolution No. 04-2020**, the Finance and Audit Committee's completion of the required annual review of the existing IAA's Debt Issuance Criteria Policy, as more particularly described in said **BP2020-01-04**.
 - e) **Consider for approval Resolution No. 05-2020**, the Finance and Audit Committee's completion the required annual review of the existing IAA's Hurdle Rate Policy, as more particularly described in said **BP2020-01-05**.
 - f) **Consider for approval Resolution No. 06-2020**, the Finance and Audit Committee's completion of the required annual review of the existing IAA's Commodity Price Hedging Policy, as more particularly described in said **BP2020-01-06**.
 - g) **Public Hearing on BP2020-01-07** regarding a certain Real Estate Sale Agreement with Quest Safety Products, Inc., for the sale of approximately 6.125 acres of land located at 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana, for a total sale amount of \$459,375, as more particularly described in said **BP2020-01-07**.

- h) **Consider, for approval, [BP2020-01-07](#)** regarding a certain Real Estate Sale Agreement with Quest Safety Products, Inc., for the sale of approximately 6.125 acres of land located at 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana, for a total sale amount of \$459,375 and authorizing IAA Staff to consummate sale transaction.
- i) **Public Hearing on [BP2020-01-08](#)**, regarding a certain Real Estate Sale Agreement with WBH Properties, LLC for the sale of land and improvements located at 1910 S. Girls School Road in Indianapolis, Indiana, for a total sale amount of \$1,025,000, as more particularly described in said [BP2020-01-08](#).
- j) **Consider, for approval, [BP2020-01-08](#)**, regarding a certain Real Estate Sale Agreement with WBH Properties, LLC, for the sale of land and improvements located at 1910 S. Girls School Road in Indianapolis, Indiana, for a total sale amount of \$1,025,000 and authorizing IAA Staff to consummate sale transaction.

IV. Board Reports

- a) Board President's Report
 - i. Election of Indianapolis Airport Authority Board Officers
 - ii. Consideration of Appointment of Robert Thomson as Treasurer of the Indianapolis Airport Authority

V. Official Actions

Consider, for approval, the individual items on the **IAA General Agenda, dated January 17, 2020.**

VI. Staff Reports

- a) **Executive Director's Report**
 - i. IAA Airport's \$30M SRF Loan for deicing and additional capacity for the Stormwater won U.S. EPA's PISCES award for exceptional projects and innovation in 2019
 - ii. AAAE Law Enforcement Training at IND - Al Stovall
 - iii. 2020 Routes Americas Conference

VII. Other Reports/Update

- a) **Board Communications** *Next Meeting: Friday, February 21, 2020 @ 8:00 a.m.*

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority (IAA) Board was called to order at 8:03 a.m., on December 13, 2019, in the Airport's Board Conference Room at Indianapolis International Airport.

Present at commencement of the meeting and comprising a quorum were:

Barbara Glass, President
Steve Dillinger, Vice President
Mamon Powers, Secretary
Kurt Schleiter, Member
Jeffrey Gaither, Member
Matthew Whetstone, Member
Toby McClamroch, Member
Kathy Davis, Member
Ryan Goodwin, Member
Brian Tuohy, IAA Board Counsel

IAA Executive Staff attending:

Mario Rodriguez, Executive Director
Keith Berlen, Sr. Director of Operations and Public Safety
Robert Thomson, Sr. Director of Finance
Marsha Stone, Sr. Director of Commercial Enterprise
Lisa Bierman, Sr. Executive Assistant
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Bill Stinson, Sr. Director of Public Affairs
Tenley Drescher-Rhoades, General Counsel

APPROVAL OF MINUTES

Upon a motion by Mr. Goodwin, seconded by Ms. Davis and unanimously passed, approval was given to the Meeting Minutes of the IAA Board Meeting of November 15, 2019.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass introduced Mr. Robert Thomson, Sr. Director of Finance, who discussed **Resolution No. 05-2019**, concerning the implementation of the IAA's proposed Credit Card Policy, as more particularly described in said **BP2019-12-01**. Upon a motion by Mr. McClamroch and seconded by Ms. Davis and unanimously passed, approval was given to **Resolution No. 05-2019**.

Next, Mr. Thomson discussed **Resolution No. 06-2019**, concerning amending and replacing the existing Investment Policy effective December 13, 2019, as more particularly described in said

BP2019-12-02. Upon a motion by Mr. McClamroch and seconded by Mr. Gaither and unanimously passed, approval was given to **Resolution No. 06-2019.**

Next, President Glass introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise, who discussed **Resolution No. 15-2019,** authorizing the sale of IAA and IMC assets via public auction, as more particularly described in said **BP2019-12-03.** Upon a motion by Mr. Whetstone and seconded by Mr. McClamroch and unanimously passed, approval was given to **Resolution No. 12-2019.**

Next Ms. Stone discussed **BP2019-12-04,** regarding a certain Real Estate Agreement with ATMI Indy Properties, LLC, for the sale of approximately 18 acres of land located west / adjacent to Indianapolis Regional Airport, for a total sale amount of \$848,000, as more particularly described in **BP2019-12-04.** Next, President Glass opened a Public Hearing on this matter. There being no comments or discussions from the public, the hearing was closed. Upon a motion by Ms. Davis and seconded by Mr. Gaither and unanimously passed, approval was given to **BP2019-12-04.**

BOARD REPORTS

President Glass announced that Mr. Steve Dillinger and Mr. Ryan Goodwin were recognized by the Indiana County Commissioners Association (IACC) for the following awards respectively; the Distinguished County Commissioner Awards and Legislative Service Award.

IAA Board Counsel, Brian Tuohy made a brief announcement regarding the annual IAA Board election of officers which will occur at the January 2020 Board meeting.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED December 13, 2019: President Glass introduced and then verbally described each of the individual items listed on the General Agenda.

Before discussing BP2019-12-05 Mr. Keith Berlen, Sr. Director of Operations and Public Safety, gave a brief presentation regarding Airbus A310.

BP2019-12-05. Upon a motion by Ms. Gaither, seconded by Mr. Schleter and unanimously passed, approval was given to **BP2019-12-05.** A question was asked regarding the need for Board approval for acceptance of gifts, and after discussion it was determined that, in this instance, it was proper due to the costs associated with maintaining the asset.

BP2019-12-06. Upon a motion by Mr. Gaither, seconded by Mr. McClamroch and unanimously passed, approval was given to **BP2019-12-06.**

BP2019-12-07. Upon a motion by Mr. Powers, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-12-07.**

BP2019-12-08. Upon a motion by Mr. Schleter, seconded by Mr. Goodwin and unanimously passed, approval was given to **BP2019-12-08.**

BP2019-12-09. Upon a motion by Mr. Goodwin, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-12-09.**

STAFF REPORTS

Executive Director's Report

Mr. Mario Rodriguez, Executive Director, introduced Ms. Megan Carrico, Manager of Communications, and acknowledged her as the recipient of the Indianapolis Urban League Volunteer Service Appreciation Award.

Next, a brief video was shown regarding IND Snow Operations Training and how the airport runways get cleared in severe winter weather.

Next, Ms. Carrico gave a brief presentation regarding the Holly Jolly Jetway Community Event which occurred at the airport on Saturday, November 30th.

Other Reports/Updates

None.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for January 17, 2020. There being no further business, the meeting was adjourned at 8:26 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Barbara Glass, President

By: _____
Mamon Powers III, Secretary

DATED: _____

* Signed under authority of IAA Board Resolution #13-2017



BOARD MEMO – FAC CHARTER

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: Restated Finance and Audit Committee Charter – Resolution No. 01-2020

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Finance and Audit Committee Charter (“Charter”).

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 01-2020, completing the required annual review of the existing IAA’s FAC Charter.



BOARD MEMO – INTERNAL CONTROLS POLICY

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: Internal Controls Policy

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Internal Controls Policy.

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 02-2020, completing the required annual review of the existing IAA’s Internal Controls Policy.

BOARD MEMO

VARIABLE RATE SECURITIES AND DERIVATIVES POLICY

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: Variable Rate Securities and Derivatives Policy

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Variable Rate Securities and Derivatives Policy.

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 03-2020, completing the required annual review of the existing IAA’s Variable Rate Securities and Derivatives Policy.

BOARD MEMO – DEBT ISSUANCE CRITERIA POLICY

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: Debt Issuance Criteria Policy

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Debt Issuance Criteria Policy.

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 04-2020, completing the required annual review of the existing IAA’s Debt Issuance Criteria Policy.



BOARD MEMO – HURDLE RATE POLICY

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: IAA Hurdle Rate Policy

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Hurdle Rate Policy.

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 05-2020, completing the required annual review of the existing IAA’s Hurdle Rate Policy.



BOARD MEMO – COMMODITY PRICE HEDGING POLICY

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: January 2, 2020

Board Date: January 17, 2020

Subject: IAA Commodity Price Hedging Policy

Background

On November 15, 2019, the Finance and Audit Committee completed the required annual review of the existing Commodity Price Hedging Policy.

The Finance and Audit Committee (“FAC”) recommended for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 06-2020, completing the required annual review of the existing IAA’s Commodity Price Hedging Policy.



BOARD MEMO – REAL ESTATE SALE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: January 3, 2020

Board Date: January 17, 2020

Subject: IAA Land Use Initiative – Real Estate Sale Agreement with Quest Safety Products, Inc.

Background

As a direct attribute of the IAA Land Use Initiative, IAA Staff have been working on a transaction for the sale of certain IAA land located at the northeast corner of South Mickley Avenue and West Minnesota Street in Park Fletcher; specifically 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana. The land to be sold totals 6.125 +/- acres and is shown on the attached aerial.

Governed by law of the State of Indiana on such land transactions, the IAA procured two separate appraisals for the acreage to be sold to Quest Safety Products, Inc. These appraisals are then averaged, and that dollar amount becomes the minimum price the IAA may sell land in any transaction. The sale price for this transaction meets and exceeds the average of the two appraisal amounts and represents a Fair Market Value (FMV) transaction as guided by the FAA and State of Indiana.

Land Sale Restrictions

The conveying of the land to Quest Safety Products, Inc. will also include, but not limited to, the following perpetual land use restrictions (including noise disclosures and waivers, and avigation easement), which will run with the land at all times:

- Indianapolis Airport Authority will retain a perpetual easement and right-of-way (“Airspace Easement”) for the free and unobstructed passage of aircraft in, through and across the airspace which lies above the surface of the property. Purchaser will not construct any structure or other obstructions which exceeds the height restrictions designated or established by federal or state laws, rules or regulations, or ordinances, including, but not limited to, 14 CFR Part 77 and the Marion County Airspace Ordinance.
- Purchaser agrees to file a notice consistent with requirements of 14 CFR FAR Part 77 (FAA Form 7460-1) prior to constructing any facility, structure, or other item on the herein described real property.

- Purchaser agrees it will not use, nor permit, the property to be used in such a manner as to create a potential for attracting birds and other wildlife which may pose a hazard to aircraft.
- Purchaser agrees the property will not be used for paid public parking for any types of vehicles, or as a taxi staging area or other “for hire” transportation of the traveling public.
- Purchaser agrees the property will not be used for any type of utility operation, asphalt plant, or other business or facility that emits, to any extent, smoke, fumes, vapors, or other gases that constitute a hazard to aircraft as determined by the Federal Aviation Administration.

FAA Land Release Approval

As this land does not fall within the “aeronautical uses” of the Airport Layout Plan (ALP), Staff is not required to submit information to the FAA to receive a land release.

Scope

To execute a Real Estate Sale Agreement with Quest Safety Products, Inc. for the sale of 6.125 +/- acres of land all located at 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana.

Schedule

January 17, 2020	Upon approval, IAA Board execution of the Real Estate Sale Agreement with Quest Safety Products, Inc.
January 22, 2020	Within five (5) days of the execution of the Sale Agreement the Buyer is to deliver earnest money in the amount of \$75K as designated within the Sale Agreement.
April 23, 2020	Buyer has ninety (90) days from the execution of the Sale Agreement as an Inspection Period. Closing of the land sale is to occur within thirty (30) days after Inspection Period.

Revenue and/or Operating Cost Implications

Revenue:

\$459,375 or \$75,000 per acre.

Operating Costs:

Operating costs for this transaction will not exceed \$12,500 and are generally made up of appraisal, survey and environmental fees, recording fees, title work and closing costs.

Supplier Diversity Participation

Estimated WBE spend is \$2,500 or 20% (First American Title) of the total estimated dollar amount noted above.

Recommendation

Public Hearing on **BP2020-01-07** regarding a certain Real Estate Sale Agreement with Quest Safety Products, Inc., for the sale of approximately 6.125 acres of land located at 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana, for a total sale amount of \$459,375, as more particularly described in said **BP2020-01-07**.

Consider, for approval, BP2020-01-07 regarding a certain Real Estate Sale Agreement with Quest Safety Products, Inc., for the sale of approximately 6.125 acres of land located at 5704 W. Minnesota St., 5708 W. Minnesota St., 5750 W. Minnesota St., 5790 W. Minnesota St., 1629 S. Mickley Ave., 1621 S. Mickley Ave., and 1615 S. Mickley Ave. in Indianapolis, Indiana, for a total sale amount of \$459,375 and authorizing IAA Staff to consummate sale transaction.



BOARD MEMO – REAL ESTATE SALE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: January 3, 2020

Board Date: January 17, 2020

Subject: Real Estate Sale Agreement with WBH Properties, LLC

Background

IAA Staff have been working on a transaction for the sale of a certain IAA building and parking lot located at the former American Trans Air (“ATA”) headquarters campus, specifically Building 60 at 1910 S. Girls School Road in Indianapolis, Indiana. The building to be sold is shown on the attached aerial.

Governed by law of the State of Indiana and the FAA on such transactions, the IAA procured two separate appraisals for the land and building to be sold to WBH Properties, LLC (WBH). These appraisals are then averaged and that dollar amount becomes the minimum price the IAA may sell land and in this case, along with a building and other improvements. The sale price for this transaction meets and minimally exceeds, the average of the two appraisal amounts and represents a Fair Market Value (FMV) transaction as guided by the FAA and State of Indiana.

As mentioned above, this campus is the former ATA Corporate Headquarters. This storied airline’s demise came in 2008 when ATA filed bankruptcy and proceeded to shut down the airline. At that time the campus was owned by the IAA and leased to ATA. Post airline shutdown, staff proceeded with “fixing up” the campus readying the site for lease. Beginning in October 2010, the IAA listed this property with Cassidy Turley in hopes that with marketing to a broader audience the IAA would find success in leasing this campus.

Although there was some success in leasing (Ivy Tech leasing Building #64) the campus is currently vacant and has been for an extended period of time. It has been very difficult to lease 135K square feet of office space in the southwest market of Indianapolis. In 2017, with the early success of the IAA’s Land Use Initiative, it was decided to list the campus for sale. Cushman Wakefield has been the listing agent for the IAA since then and is the entity that brought the WBH deal to the IAA.

WBH Properties, LLC is a property holding company for Aerospace Products Company. The parent company is WBH, Inc., an Indianapolis company that has been in business for about 27 years. WBH Properties will buy the land and building and leaseback to Aerospace Products.

Aerospace Products Company has several product lines offered to the aeronautical industry. The Building #60 site will primarily manufacture locking devices and mechanical fasteners for jet engines and landing gear.

Land Sale Restrictions

The conveying of the land to WBH Properties, LLC. will also include, but not limited to, the following perpetual land use restrictions (including noise disclosures and waivers, and aviation easement), which will run with the land at all times:

- Indianapolis Airport Authority will retain a perpetual easement and right-of-way (“Airspace Easement”) for the free and unobstructed passage of aircraft in, through and across the airspace which lies above the surface of the property. Purchaser will not construct any structure or other obstructions which exceeds the height restrictions designated or established by federal or state laws, rules or regulations, or ordinances, including, but not limited to, 14 CFR Part 77 and the Marion County Airspace Ordinance.
- Purchaser agrees to file a notice consistent with requirements of 14 CFR FAR Part 77 (FAA Form 7460-1) prior to constructing any facility, structure, or other item on the herein described real property.
- Purchaser agrees it will not use, nor permit, the property to be used in such a manner as to create a potential for attracting birds and other wildlife which may pose a hazard to aircraft.
- Purchaser agrees the property will not be used for paid public parking for any types of vehicles, or as a taxi staging area or other “for hire” transportation of the traveling public.
- Purchaser agrees the property will not be used for any type of utility operation, asphalt plant, or other business or facility that emits, to any extent, smoke, fumes, vapors, or other gases that constitute a hazard to aircraft as determined by the Federal Aviation Administration.

FAA Land Release Approval

As this land does fall within the “aeronautical uses” of the Airport Layout Plan (ALP), Staff was required to submit information to the FAA to receive a land release. This land release process has already been approved by the FAA; therefore, the only remaining interaction with the FAA is for the IAA to show an FMV transaction has been accomplished.

Scope

To execute a Real Estate Sale Agreement with WBH Properties, LLC for the sale of Building 60 and associated land and parking lot located at 1910 S. Girls School Road in Indianapolis, Indiana.

Schedule

January 17, 2020

Upon approval, IAA Board execution of the Real Estate Sale Agreement with WBH Properties, LLC

January 22, 2020 Within five (5) days of the execution of the Real Estate Sale Agreement the Buyer is to deliver earnest money in the amount of \$55K as designated within the Real Estate Sale Agreement.

March 23, 2020 Buyer has sixty (60) days and an option for two, thirty (30) day extensions from the execution of the Real Estate Sale Agreement as an Inspection Period. Closing of the land and building sale is to occur within thirty (30) days after Inspection Period.

Revenue and/or Operating Cost Implications

Revenue:

\$1,025,000.00

Operating Costs:

Operating costs for this transaction will not exceed \$12,500 and are generally made up of appraisal, survey and environmental fees, recording fees, title work and closing costs.

Supplier Diversity Participation

Estimated WBE spend is \$2,500 or 20% (First American Title) of the total estimated dollar amount noted above.

Recommendation

Public Hearing on **BP2020-01-08**, regarding a certain Real Estate Sale Agreement with WBH Properties, LLC for the sale of land and improvements located at 1910 S. Girls School Road in Indianapolis, Indiana, for a total sale amount of \$1,025,000, as more particularly described in said **BP2020-01-08**.

Consider, for approval, **BP2020-01-08**, regarding a certain Real Estate Sale Agreement with WBH Properties, LLC, for the sale of land and improvements located at 1910 S. Girls School Road in Indianapolis, Indiana, for a total sale amount of \$1,025,000 and authorizing IAA Staff to consummate sale transaction.

**IAA Board Meeting
General Agenda
January 17, 2020**

General:

None

Capital:

- BP2020-01-09** **Consider, for approval** an award of contract for Capital Program - Project Lifecycle Management Software to CIPPlanner Corporation in an amount not-to-exceed \$1,068,689 fees and expenses.
- BP2020-01-10** **Consider, for approval** an award of contract for Building 122 (Signature Hangar 5) Recladding at Indianapolis International Airport to J. C. Ripberger Construction Corporation in an amount not-to-exceed \$846,800.00 plus a 10% construction reserve of \$84,680.00 for a total of \$931,480.00. J.C. Ripberger Construction Corporation was the lowest responsive and responsible bidder. Supplier diversity participation is WBE .59% (Protection Plus) and VBE 30.21% (J.C. Ripberger).
- BP2020-01-11** **Consider, for approval** an award of contract for Phase I Parking Garage Electric Charging Stations at Indianapolis International Airport to Banta Electrical Contractors, Inc. in an amount not-to-exceed \$289,695.00 plus a 10% construction reserve of \$28,969.50 for a total of \$318,664.50. Banta Electrical Contractors, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 31.19% (Pinnacle Equipment).
- BP2020-01-12** **Action #1 – Consider, for approval** a professional services contract with BB Engineering & Management in support of the IAA’s Capital Improvement Program and Other Projects and Initiatives in an amount not-to-exceed \$798,600.00. Supplier Diversity Participation is WBE 62.81% (Clearwater Engineering, LLC and DB Engineering, LLC).
- Action #2 – Consider for approval** a professional services contract with MB Consulting for staff augmentation and project management services at IAA in an amount not-to-exceed \$139,950.00 (fees) and \$10,000.00 (expenses).
- Action #3 – Consider for approval** a professional services contract with Michael Baker International for staff augmentation and project management services at IAA in an amount not-to-exceed \$380,600.00 (fees) and \$42,318.00 (expenses).



BOARD MEMO – CAPITAL PROGRAM MANAGEMENT SOFTWARE

To: IAA Board of Directors

From: Reid Goldsmith, Sr. Director of Information Technology

Date: December 19, 2019

Board Date: January 17, 2020

Subject: Capital Program - Project Lifecycle Management Software

Background

In 2010, after the transition of IND to the new midfield terminal, IAA’s Planning and Development department adopted the software used to manage the terminal construction to manage all future capital construction projects. While the software proved useful at the time, Planning and Development’s needs in terms of software functionality have evolved and, as a result, the decision was made to evaluate other capital program management software and explore alternatives.

In 2018, a capital budget item was created and approved, and IAA staff issued a Request for Information (RFI) for Capital Program Project Management Software. There were 7 respondents and after multiple rounds of software demonstrations and in-depth interviews, IAA staff selected CIPPlanner Corporation’s CIPAce Software for recommendation to the board.

Scope

The project will be split into two phases. The first phase will result in a Program Management implementation. The second phase will result in a Capital Planning and Budgeting implementation.

The Program Management phase will replace an existing software that does not currently meet the needs of IAA Planning & Development staff. The replacement software will be tailored to the IAA’s processes for contract, construction, and project management allowing greater detailed tracking as well as standardizing the capital program processes and how they are tracked internally.

The Capital Planning and Budgeting phase will replace an existing in-house-developed software’s budgeting and planning capabilities into a single system to complete the capital program management package. The end-product will be a single piece of software to manage the entirety of IAA’s Capital Program from initial budgeting and approvals through project closeout. Implementation of the software is expected to allow Planning & Development to implement process that will result in significant productivity gains.

Budget

The CIPPlanner Corporation contract is for \$1,068,689, which is \$68,689 above the approved 2020 Capital Project Management System – Engineering project. The additional project costs will be accommodated through savings in other approved projects included in the 2020 and 2021 Capital Budgets. Below is an estimate of costs and timeline. This project will be 100% Airport cash funded.

Cost Items	Year 1	Year 2	Year 3	Total
Program Management (Excluding Planning and Budgeting) Service Cost	\$380,972			\$380,972
Capital Planning and Budgeting System Implementation Service Cost		\$126,991		\$126,991
Program Management (Excluding Planning and budgeting) SaaS	\$129,700			\$129,700
Program Management (Including Planning and Budgeting) SaaS		\$178,013	\$178,013	\$356,026
Expenses (not-to-exceed)	\$37,500	\$37,500		\$75,000
Total	\$585,672	\$305,004	\$178,013	\$1,068,689

Schedule

Contract award is anticipated January 17, 2020 and substantial completion of Phase I is expected to occur November, 2020 and Phase II is expected to be substantially complete December, 2021.

Supplier Diversity Participation

There is no supplier diversity participation for this contract due to the specialized nature of work. Software as a Service and customized software implementation do not offer the opportunity for supplier diversity participation.

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Capital Program - Project Lifecycle Management Software to CIPPlanner Corporation in an amount not-to-exceed \$1,068,689 fees and expenses.



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, P.E., Senior Director of Planning & Development

Date: January 7, 2020

Board Date: January 17, 2020

Subject: Award of Construction Contract with J.C. Ripberger Construction Corp. for Building 122 (Signature Hangar 5) Recladding at Indianapolis International Airport (Project No. I-19-041)

Background

The exterior of Building 122 (Signature Hangar 5) is a combination of corrugated metal siding and concrete masonry unit (CMU) walls along the north, east and south building elevations. The existing paint coatings on the metal panels have sustained delamination and are peeling in many areas. In addition to the peeling/delamination, extensive cracking is present throughout the building's exterior coatings.

Two options were evaluated to address this issue: recladding of the building exterior vs removal of the failed coatings back to the original surface and repainting of the exterior surfaces. Given the environmental and operational complexities of paint removal in proximity to the airfield, recladding of the exterior with prefinished siding is the selected option. Additionally, the new prefinished siding with appropriate detailing will provide the advantages of reduced water infiltration into the building, reduced maintenance, and a longer service life.

This building is leased by Signature Flight Support through 2023 with a revenue of approximately \$300,000 per year. It is anticipated this facility has at least 20 years of useful life remaining.

On December 18, 2018, the Senior Director of Planning & Development approved a task order with Wiss, Janney, Elstner Associates, Inc. through their 2018 On-Call Contract for the design of Building 122 (Signature Hangar) Recladding.

On October 14, 2019, The IAA Executive Director approved plans and specifications and authorized public bidding process for Building 122 (Signature Hangar 5) Recladding at Indianapolis International Airport.

On November 14, 2019, the IAA staff received two bids. The project contained a base bid and two alternates. To align the work with the available funding this contract consists of the base bid and Alternate No. 1. The bids for base bid and Alternate No. 1 ranged from \$846,800.00 to

\$942,364.00. J. C. Ripberger Construction was the lowest responsive and responsible bidder in the amount of \$846,800.00 for the base bid and Alternate No. 1.

In addition to the contract amount, IAA staff is requesting a construction reserve of 10% of the total contract amount for this project. A construction reserve has been previously approved by the IAA Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within this project’s budget to accommodate the funding of the 10% contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The project includes installing new metal panels over existing sheet metal cladding, and new flashing, trim, insulation, weather seals, gutters, and downspouts. It includes the removal of sheet metal cladding from the hangar doors and installing all new sheet metal panels. The project includes removal of lead containing coatings from selected existing exterior elements, and an application of new coatings on those surfaces. The project will also include the removal and replacement of existing translucent cladding panels.

Budget

The J.C. Ripberger Construction contract is \$846,800.00, which is within the approved increase to the 2020 Capital Budget for Building 122 (Signature Hangar 5) Recladding.

Building 122 (Signature Hangar 5) Recladding

Contract Amount (including 10% reserve)	\$	931,480.00
Design (including survey and geotechnical)		64,520.00
Advertisements for Bid		304.00
Total Anticipated Project Cost	\$	996,304.00

This project will be 100% Airport cash funded.

This project is being undertaken to repair a leased asset. Without these improvements, the structure will continue to deteriorate in excess of normal maintenance and its remaining useful life will be reduced. As a result of the necessity to maintain the asset in working order, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Protection Plus	\$ -	\$ 5,000.00	\$ -	0.00%	0.59%	0.00%
J.C. Ripberger	-	-	\$ 255,800.00	0.00%	0.00%	30.21%
Totals	\$ -	\$ 5,000.00	\$ 255,800.00	0.00%	0.59%	30.21%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Building 122 (Signature Hangar 5) Recladding at Indianapolis International Airport to J. C. Ripberger Construction Corporation in an amount not-to-exceed \$846,800.00 plus a 10% construction reserve of \$84,680.00 for a total of \$931,480.00. J.C. Ripberger Construction Corporation was the lowest responsive and responsible bidder. Supplier diversity participation is WBE .59% (Protection Plus) and VBE 30.21% (J.C. Ripberger).



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, P.E., Senior Director of Planning & Development

Date: January 7, 2020

Board Date: January 17, 2020

Subject: Award of Construction Contract with Banta Electrical Contractors, Inc. for Phase I Parking Garage Electric Charging Stations at Indianapolis International Airport (Project No. I-20-016)

Background

To enhance the customer experience and in recognition of the increasing number of Electric Vehicles (EVs) throughout the United States, the number of EV charging stations at the Indianapolis International Airport Parking Garage will be increased. Providing this equipment is both an environmental and a customer service initiative. Level 2 chargers, which can fully charge a standard vehicle in 8 – 12 hours, and Level 3 chargers, which can charge vehicles in .5 – 1.5 hours, will be offered to customers in a prominent location in the garage.

Applied Engineering is the designer and engineer of record for this project. Applied Engineering performed these services via its 2019 On-Call contract.

On November 4, 2019, the IAA Executive Director approved Plans and Specifications and authorized the public bidding process. Bids were due November 21, 2019. The IAA staff received six (6) bids. The project contained a base bid only. The bids for the base bid ranged from \$289,695.00 to \$501,500.00. Banta Electrical Contractors, Inc. was the lowest responsive and responsible bidder in the amount of \$289,695.00 for the base bid.

In addition to the contract amount, IAA staff is requesting a construction reserve of 10% of the contract amount for this project. A construction reserve has been previously approved by the IAA Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within the project’s budget to accommodate the funding of the 10% reserve contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

This project includes the addition of fourteen (14) electric vehicle charging stations in the Indianapolis International Airport parking garage. These stations will consist of ten (10) Level 2 chargers and four (4) Level 3 chargers and will be located on level three of the garage, adjacent to the atrium and highly visible to the customer.

Budget

Banta Electrical Contractors, Inc. contract is \$289,695.00, which is within the approved 2020 Capital Budget for Parking Garage Electric Charging Stations.

<u>Parking Garage Electric Charging Stations</u>	
Contract Amount (including 10% reserve)	\$ 318,664.50
Design	\$ 27,920.00
Advertisement for Bid	\$ 357.00
Construction Management	\$ 20,000.00
Total Anticipated Project Costs	\$ 366,941.50

This project will be 100% Airport cash funded.

This project is being undertaken as part of a broader program to enhance the IAA customer experience. Therefore, this project is exempt under the Authority’s hurdle rate policy.

Schedule

Contract award is anticipated January 17, 2020 and the substantial completion is expected to occur 90 days from issuance of Notice to Proceed.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Pinnacle Equipment	\$ 90,365.64	\$ -	\$ -	31.19%	0.00%	0.00%
Totals	\$ 90,365.64	\$ -	\$ -	31.19%	0.00%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Phase I Parking Garage Electric Charging Stations at Indianapolis International Airport to Banta Electrical Contractors, Inc. in an amount not-to-exceed \$289,695.00 plus a 10% construction reserve of \$28,969.50 for a total of \$318,664.50. Banta Electrical Contractors, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 31.19% (Pinnacle Equipment).



BOARD MEMO – CONTRACT AWARDS

To: IAA Board of Directors

From: Jarod Klaas, P.E., Senior Director of Planning & Development

Date: January 7, 2019

Board Date: January 17, 2019

Subject: Approval of Professional Services contract renewals for Staff Augmentation & Project Management Services in Support of IAA’s Capital Improvement Program and Other Projects and Initiatives at the Indianapolis Airport Authority

Background

On October 13, 2017, the IAA issued a Request for Qualifications (RFQ) for staff augmentation and project management services with responses due on November 17, 2017. Seventeen (17) Statement of Qualifications (SOQs) were received. IAA representatives reviewed and ranked the qualifications. Five (5) consulting firms were selected for a one (1) year term, with the option of four one (1) year renewals.

At this time, three consulting firms are providing project management staff support of critical IAA projects. Given the need for these services, the IAA Staff is seeking to renew each Professional Services Contract for a one (1) year term.

Scope

Action 1

The Professional Services Contract with BB Engineering & Management will begin February 3, 2020 with an end date of December 31, 2020. The BB Engineering & Management contract provides access to three (3) staff with varying rates and skills; thereby affording the IAA the opportunity to have the services of one or more staff depending on the needs of the IAA. The contract value is based on the blended rate of \$110.00-\$135.00 per hour applied over 6,600 hours, resulting in not-to-exceed total of \$798,600.00 (fees & expenses).

Action 2

The Professional Services Contract with MB Consulting will have an effective date February 3, 2020 with an end date of December 31, 2020. The contract amount is not-to-exceed \$149,950.00 (fees & expenses). This contract will provide professional services in support of IAA’s Capital Improvement Program and other projects and initiatives for an estimated 933 hours in 2020.

Action 3

The Professional Services Contract with Michael Baker International will have an effective date of February 3, 2020 with an end date of December 31, 2020. The contract amount is not-to-exceed \$422,918.00 (Fees & Expenses). This contract will provide professional services in support of IAA’s Capital Improvement Program and other projects and initiatives for an estimated 2,200 hours over the contract term.

All Actions

The above Staff Augmentation contracts will provide the IAA a combined 9,733 hours of Project Manager support. The breakout of the hours, rates, contract totals are provided below.

Budget

The contracts below will be financed through the 2020 Operating Budget and projects approved in the 2020 capital budget.

Staff Augmentation Professional Services				
Consultant	Anticipated Hours 2019	Hourly Rate	Expense	Contract Value
BB Engineering & Management Brad Bobich	2,200	\$ 135.00	\$ -	\$ 297,000.00
Tricia Graham - Clearwater Engineering, LLC	2,200	\$ 118.00	\$ -	\$ 259,600.00
Mahmoud Almani - DB Engineering, LLC	2,200	\$ 110.00	\$ -	\$ 242,000.00
MB Consulting	933	\$ 150.00	\$ 10,000.00	\$ 149,950.00
Michael Baker International	2,200	\$ 173.00	\$ 42,318.00	\$ 422,918.00
Totals	9,733			\$ 1,371,468.00

Supplier Diversity Participation

For Action 1: The Director of Supplier Diversity has approved the following for BB Engineering & Management, LLC:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Clearwater Engineering	\$ -	\$ 259,600.00	\$ -	0.00%	32.51%	0.00%
DB Engineering, LLC	-	242,000.00	-	0.00%	30.30%	0.00%
Totals	\$ -	\$ 501,600.00	\$ -	0.00%	62.81%	0.00%

For Action 2: MB Consulting is not a diverse business enterprise; Given the nature of this staff augmentation contract, which utilizes a single individual, there is no opportunity for supplier diversity participation.

For Action 3: Michael Baker International is not a diverse business enterprise; Given the nature of this staff augmentation contract, which utilizes a single individual, there is no opportunity for supplier diversity participation.

Recommendation

Action 1 - The IAA staff recommends the IAA Board consider for approval a professional services contract with BB Engineering & Management in support of the IAA's Capital Improvement Program and Other Projects and Initiatives in an amount not-to-exceed \$798,600.00. Supplier Diversity Participation is WBE 62.81% (Clearwater Engineering, LLC and DB Engineering, LLC).

Action 2 - The IAA staff recommends the IAA Board consider for approval a professional services contract with MB Consulting for staff augmentation and project management services at IAA in an amount not-to-exceed \$139,950.00 (fees) and \$10,000.00 (expenses).

Action 3 - The IAA staff recommends the IAA Board consider for approval a professional services contract with Michael Baker International for staff augmentation and project management services at IAA in an amount not-to-exceed \$380,600.00 (fees) and \$42,318.00 (expenses).